

**Developmental Disabilities Council  
Personnel Committee Minutes  
February 9, 2018  
DDC Office, 2<sup>nd</sup> floor Conference room  
410 Federal Street, Dover DE  
2:00 – 3:30pm**

**Members Present:** Karen McGloughlin, Laura Waterland, Michael Harris

**Staff Present:** Stefanie Lancaster

**Guests:** Victoria Counihan (Deputy Attorney General)

- I. Call to Order** – Karen McGloughlin called the meeting to order at 2:15 p.m. Quorum was lost at 2:30 p.m. for approximately 25 minutes. The meeting continued when quorum resumed at 2:55 p.m.
- II. Approval of Agenda** – The agenda was unanimously approved by all members present.
- III. Approval of Minutes** – Minutes from the December 12, 2017 open meeting as well as Executive Session meeting minutes were reviewed and discussed. Motion was made to approve the minutes by Laura Waterland, seconded by Michael Harris. Minutes were approved as submitted.
- IV. Review of the Five Year State Plan** – A copy of the Developmental Disabilities Council Five Year State Plan was provided to all members present. The topic was discussed at the last meeting that the Executive Director's performance plan and review should include measurable goals. It was recommended that information provided in the State Plan would assist in defining measurable goals within the current year to include with the Executive Director's performance plan and review.
- V. Review of the 2017 DD Council meeting minutes to assist in the development of the performance measures for the creation of a generic performance plan for the Executive Director's position** – Copies of all of the 2017 Council meeting minutes were provided to all members present. It was recommended that each member review these documents at their leisure to locate any pertinent information that they feel is measurable and should be included with the Executive Director's performance plan and review.
- VI. Other Business From the Group** – Karen McGloughlin recommended that Stefanie Lancaster, staff to the DDC, research how other DD Councils develop their Executive Director's performance plan and review. How do they incorporate measurable items for the Council to review and see if the goals were met? Are there written procedures that they use or can they describe how they develop the performance plan and

review? Stefanie will reach out to our Technical Assistance person, Sheryl Matney, to gather this information and will share via email prior to the next meeting date. Karen McGloughlin also stated that she will be reaching out to Wendy Strauss to see if she would be willing to share her performance plan and review so that the committee can see how her performance plan and review is measured. Pat Maichle also shared copies of her last two performance plans for the committee to use as a starting point when developing the new performance plan process for the Council.

**VII. Next Meeting Date** – The next meeting will be held on Tuesday, March 20<sup>th</sup> from 2:30pm to 4:00p.m. at the Developmental Disabilities Council office, 2<sup>nd</sup> floor conference room at 410 Federal Street, Dover DE.

**VIII. Adjournment** – The meeting adjourned at 3:45pm.